



Los Angeles County AUDIT COMMITTEE

Louisa Ollague, Chair
1st District
Brence Culp, Vice Chair
3rd District
Clinton Tatum
2nd District
Carl Gallucci
4th District
Angela Mazzie
5th District

MEETING MINUTES August 19, 2004

Chairperson Louisa Ollague called the meeting to order at 1:30 p.m. in the Conference Room of Room 525 at the Kenneth Hahn Hall of Administration.

Committee Members Present

Louisa Ollague, First District
Clinton Tatum, Second District
Brence Culp, Third District
Angela Mazzie, Fifth District

Committee Members Absent

Rick Velasquez, Fourth District

Others in Attendance

Irene Riley, Department of Health Services
Terri Kasman, Auditor-Controller
Maria Oms, Auditor-Controller
Martha Littlefield, Executive Office
Rita Hadjimanoukian, 5th Supervisorial District

Rone' C. Ellis
DeWitt Roberts, Auditor-Controller
Jim Schneiderman, Auditor-Controller
Ken Wales, Executive Office
Sid Kikkawa, Chief Administrative Office

Approval of Minutes

On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved the July 22, 2004 minutes.

Old Business

Group Home Program Monitoring Report – Cunningham Group Home: Review verified the agency is providing the service but needs a few modifications and has submitted a corrective action plan to the Children's Group Home Ombudsman. **On motion of Clinton Tatum, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Management Audit of the Agricultural Commissioner/Weights and Measures:

Management audit performed by Strategica, Inc. outlined recommendations regarding scope, recruitment, and automation of workload, scanner program, and consumer protection. The Department provided a corrective strategy to fully implement the recommendations by the end of the year. **On motion of Clinton Tatum, seconded by Louisa Ollague, the Committee unanimously approved requesting the Department provide a status report in six months on the implementation.**

Sunset Review of Board Policy #4.030 – Budget Policies and Priorities: Sid Kikkawa provided a clarification of changes to the policy and its continuation. **On motion of Clinton Tatum, seconded by Brence Culp, the Committee unanimously approved recommending the Board of Supervisors extend the sunset review date to December 17, 2008.**

Beta Foster Family Contract Review: Review determined the agency provided the services outlined in its program statement; however, the agency needs to improve its supervision and administrative oversight of foster homes to ensure compliance with County contracts. **On**

motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved requesting DCFS provide a status report on its efforts to implement the Auditor-Controller's recommendations by September 20, 2004.

Group Home Program Monitoring Report – Journey House: **This item was continued to the September 16, 2004 meeting.**

Sunset Review Board Policy #5.015 – Timely Submission of Contracts for Board Approval: Revisions to this policy reflect the implementation of the Countywide Contract Monitoring System (CCMS). **On motion of Clinton Tatum, seconded by Brence Culp, the Committee unanimously approved recommending the Board of Supervisors extend the sunset review date to September 19, 2008 and the Auditor-Controller will provide a status report on CCMS in thirty days.**

Survey of County Contractors that have the Authority to Authorize County Payments – Final Status Report: Quarterly review of County departments and districts with contractors having the ability to authorize County warrants. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Phoenix Houses of Los Angeles, Inc., Phoenix Academy Lakeview Terrace: Review determined the agency is providing the service outlined in its program statement with some requirements needed. The Auditor-Controller received the corrective action plan submitted to the Ombudsman. **On motion of Brence Culp, seconded by Clinton Tatum, the Committee unanimously approved receiving and filing the report.**

Department of Health Services Centralized Contract Monitoring: Discussion with Irene Riley on the implementation of management controls to ensure proper monitoring and risk control. **This item was continued to the September 16, 2004 meeting pending a meeting with the Health Deputies and DHS's report due in September.**

2003-2004 Los Angeles County Civil Grand Jury Report: Review and discussion of the three areas listed in the report. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Reports to be Received and Filed

Group Home Program Monitoring Report – Aziza Group Home Corporation, Aziza Group Home: Review of the agency's contracts determined the agency provided the services outlined in its program statement; however, the agency needs to make numerous repairs to its facility. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Arrowhead Emancipation Program, Inc., Altadena Drive, Canyon Crest, Fair Oaks, Santa Anita, and Via Maderas: Review determined the agency provided the services outlined in its program statement; however, the agency needs to address areas where improvements are needed. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Frances Foundation, Inc., Kingsley Drive and Venice Boulevard Group Homes: Review determined the agency provided the services outlined in its program statement; however, the agency needs to address areas where improvements are needed. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Catholic Charities of Los Angeles Contract Review: Review determined the agency is providing the services outlined in its County contract. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Heritage Group Home, West Covina Site: Review determined the agency provided the services outlined in its program statement; however, the agency needs to make numerous repairs to its facility. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Pacific Lodge Youth Services, Pacific Lodge Boy's Home: Review determined the agency provided the services outlined in its program statement; however, the agency needs to make numerous repairs to its facility. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Laurel Elementary School After-School Enrichment Program Contract Review: Review of determined the agency is providing services outlined in its County contract. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

City of Alhambra Contract Review: Review determined the City provides the services outlined in its program statement and County Contract. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Lydia Jackson Elementary School After-School Enrichment Program Contract Review: Review determined the agency is providing the services outlined in its County contracts. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Fraud Hotline Status: Review of the cases opened during the period of April 1, 2004 to June 30, 2004 and their resolutions. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Sunset Review for the Los Angeles County Emergency Preparedness Commission: **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved extending the sunset review date to June 1, 2008.**

Group Home Program Monitoring Report – Creative Learning Institute Group Home: Review determined the agency provided the services outlined in its program statement; however, the agency needs to make numerous repairs to its facility, and the agency needs to address

areas where improvements are needed. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Rites of Passage Residential Center, Inc. Wexham Avenue Boys and Sycamore Street Boys Facilities: Review determined the agency provided the services outlined in its program statement, and the agency needs to address an area where improvement is needed. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Imperial Homes, Inc., Imperial Group Homes #1 and #2: Review determined the agency provided the services outlined in its program statement; however, the agency needs to make numerous improvements to its #1 facility. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Reports of Monies Owed to Third Parties: Review of survey to the County departments prepared by the Auditor-Controller and County Counsel on monies owed to third parties. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Hathaway Children and Family Services Group Home: Review determined the agency provided the services outlined in its program statement; however, the agency needs to address areas where improvements are needed. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Manna Manor, Inc., Group Homes: Denni, G Manor, Banning, Neptune, Marbella, and Ravenna Group Homes: Review determined the agency provided the services outlined in its program statement; however, the agency needs to address areas where improvements are needed. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Reports Received

Community Rehabilitation Industries Contract Review: Review determined the agency was not in compliance with County contract requirements. A Board letter will be drafted and issued next month by DCSS to extend the RITE contracts three months and transfer the administration of the RITE contracts to DCSS. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee approved receiving and filing the report.**

Armenian Relief Society Contract Review: Review determined the agency was not in compliance with County contract requirements. A Board letter will be drafted and issued next month by DCSS to extend the RITE contracts three months and transfer the administration of the RITE contracts to DCSS. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee approved receiving and filing the report.**

Los Angeles Unified School District Contract Review: Review determined the agency was not in compliance with County contract requirements. A Board letter will be drafted and issued next month by DCSS to extend the RITE contracts three months and transfer the administration of the RITE contracts to DCSS. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee approved receiving and filing the report.**

Community Based Education and Development College Contract Review: Review determined the agency was not in compliance with County contract requirements. A Board letter will be drafted and issued next month by DCSS to extend the RITE contracts three months and transfer the administration of the RITE contracts to DCSS. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee approved receiving and filing the report.**

United Care Foster Family Agency Contract Review: Review determined the agency provided the services outlined in its program statement. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Fred Jefferson Memorial Home for Boys, Compton and Denker House: Review determined the agency provided the services outlined in its program statement; however, the agency needs to address areas where improvements are needed. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – TLC Home for Girls, Inc., TLC Compton and TLC Lynwood Group Homes: Review determined the agency provided the services outlined in its program statement; however, the agency needs to address areas where improvements are needed. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Villa Esperanza Contract Review: Review of an Integrated Care Management Program service provider as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project. **This item was continued to the September 16, 2004 meeting.**

International Institute of Los Angeles Contract Review: Review to determine agency complied with contract requirements under the Refugee Immigrant Training and Employment Program. **This item was continued to the September 16, 2004 meeting.**

Sunset Review for the Los Angeles County Aviation Commission: Extension of the sunset date to June 1, 2009. **On motion of Angela Mazzie, seconded by Brence Culp, the Committee unanimously approved extending the sunset review date to June 1, 2009.**

Department of Public Social Services – Review of the GEARS System: **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved requesting a DPSS representative attend the September 16, 2004 meeting.**

Star View Adolescent Center Contract Review: Review determined the agency provided the services outlined in its Early and Periodic Screening, Diagnostic, and Treatment service; however, the agency needs to improve its documentation of service

minutes. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Department of Consumer Affairs Cable Television Franchise Audits: An outside auditor's review of cable television franchisees' fees to the County to determine if the gross receipts were properly reported. **On motion of Clinton Tatum, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Rite Contractor Monitoring Status Report: Monitoring reviews of RITE contractors found contractors overstated employment and job training outcomes. A Board letter will be drafted and issued next month by DCSS to extend the RITE contracts three months and transfer the administration of the RITE contracts to DCSS. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee approved receiving and filing the report.**

Progress Report – Fiscal Review of Kedren Community Mental Health Center, A Mental Health Services Contractor Conducted by the Auditor-Controller: **This item was continued to the September 16, 2004 meeting.**

Los Angeles Eligibility Automated Determination, Evaluation and Reporting System: Benefit Recovery Sub-System Review: **This item was continued to the September 16, 2004 meeting.**

#5.045 Sheriff's Department Law Enforcement Services Contracts Review Policy Fiscal Year 2003-2004: Sheriff's internal review of its Contract Cities Program covering compliance levels with each City and Unincorporated area. **On motion of Brence Culp, seconded by Clinton Tatum, the Committee unanimously approved authorizing the Auditor-Controller to conduct a review of the Sheriff's program and report back to the Committee in ninety days.**

Other Business

Audit Committee Correspondence Requiring Response: **The Auditor-Controller reported that the correspondence is current.**

Public Comment

Rone' C. Ellis requested the assistance of the Committee to arrange a meeting with Tyler MCCAuley regarding a project requiring financial assistance. Maria Oms will assist Ms. Ellis.

Matters not on the posted agenda to be presented and placed on the agenda of a future meeting.

There was none.

Adjournment

There being no further business to conduct, the meeting was adjourned at 2:26 p.m.